



RESIDENTIAL BUILDING PERMIT (BDR) APPLICATION

Planning & Building Services Department

Building Division

200 S. Willow St. | phone: (307) 733-7030
P.O. Box 1727 | www.tetoncountywy.gov
Jackson, WY 83001

For Office Use Only

BDR _____ SWF/SWP _____ GEC _____

PLEASE CALL AND SCHEDULE A TAKE-IN WITH THE PERMIT TECHNICIAN BEFORE BRINGING IN THIS APPLICATION.

Please type or fill out this application in ink only.

PROJECT:

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER: *A copy of the Warranty Deed or Contract of Sale must accompany this application.*

Name: _____ Phone: _____

Mailing Address: _____ City, State: _____

Email: _____ ZIP: _____

APPLICANT/AGENT: *If the applicant is other than owner, a **notarized** Teton County Planning & Development Letter of Authorization must accompany this application. Only the owner or his/her authorized agent may sign the application, correction list or permit.*

Name: _____ Phone: _____

Mailing Address: _____ City, State: _____

Email: _____ ZIP: _____

ARCHITECT:

Name: _____ Phone: _____

Mailing Address: _____ City, State: _____

Email: _____ ZIP: _____

CONTRACTOR: *Contractors are required to be licensed in the Town of Jackson. A property owner may act as the general contractor for his/her primary residence only.*

Name: _____ Phone: _____

Mailing Address: _____ City, State: _____

Email: _____ ZIP: _____

License No. _____

WILDLAND URBAN INTERFACE: If a property is located within the Wildland Urban Interface, a Wildland Assessment is required **prior** to submitting the building permit application. Contact the Fire Marshall at 307-733-4732 to arrange a meeting. The IWUIC application is available online [here](#).

_____ Is the property located in the Wildland Urban Interface?

PROPOSED ACCESS: An approved road access permit must accompany this application when a new access from a State or County road is proposed. Please contact either the Wyoming Department of Transportation or the Teton County Road & Levee Department. A copy of the approval shall be included in your application.

Wyoming Department of Transportation

1040 E. Evans Lane, Jackson
(307) 733-3665

Teton County Road & Levee Department

3190 S. Adams Canyon Drive, Jackson
(307) 733-7190

FLOODPLAIN: See County Floodplain Management Resolution and Flood Insurance Rate Maps (FIRMs), which are available on the County GIS Map Server <https://maps.greenwoodmap.com/tetonwy/mapserver/> If located outside of Flood Hazard Zone X, a Floodplain Development Permit is required and may be processed concurrently with the Building Permit application.

What is the property's Flood Zone Designation? Check all that apply:

☐ A ☐ AE ☐ AO ☐ X ☐ Other (please identify): _____

_____ If the designation is not Zone X, have you submitted a Floodplain Development Permit Application to Engineering?

GRADING: A separate Grading & Erosion Control application is required when the proposed land disturbances exceed the below thresholds. If a Plan level application is required, a Pre-Application Conference is required prior to application submittal. Identify the area of disturbance in each slope category:

| Existing Slope of Area | Area to be Disturbed (sf) | Thresholds | | |
|--------------------------|---------------------------|-----------------------------------|---|---|
| | | Exempt | Statement | Plan |
| TOTAL DISTURBANCE | | See below | If disturbing at least 12,000 sf but less than 1 acre | If disturbing 1 acre or more |
| 5% or less | | If disturbing less than 12,000 sf | If disturbing at least 12,000 sf but less than 1 acre | If disturbing 1 acre or more |
| More than 5% up to 15% | | If disturbing less than 1,000 sf | If disturbing at least 1,000 sf but less than 1 acre | If disturbing 1 acre or more |
| More than 15% | | No exemption | If disturbing 3,000 sf or less | If disturbing more than 3,000 square feet |

SMALL WASTEWATER SYSTEM: There is a separate application for septic systems and sewer connections. All habitable structures must have an approved small wastewater (septic) permit, town sewer hookup permit, or other wastewater facility approved by the County Engineer's Office before a building permit will be issued. If adding a bedroom with an existing septic system, provide confirmation from the County Sanitarian that system is sufficient.

WETLANDS AND WATERBODIES: Wetlands, waterbodies, and associated setbacks are required to be shown on the site plan. County regulations may prohibit development in a wetland or waterbody and associated setback, except under specific circumstances. A permit may be obtained for a limited amount of wetland disturbance. Contact the Planning Office for further clarification. The U.S. Army Corps of Engineers regulates the placement of dredged and fill material into wetlands and other waters of the United States as authorized primarily by Section 404 of the Clean Water Act (33 U.S.C. 1344). It is the landowner's responsibility to contact the Corps prior to placing any fill in waters of the U.S. Information on Section 404 requirements can be obtained by contacting the Wyoming Regulatory Office at (307) 772-2300 or by visiting its website at www.nwo.usace.army.mil.

_____ Are there wetlands located on or adjacent to the site of the proposed structure or access?

BRIDGES: A separate Bridge Permit application is required. All bridges are required to be engineered to support the imposed load of the largest fire apparatus, which may be used on it, and shall meet design requirements of the AASHTO Standard Specification for Highway Bridges.

_____ Are there any bridges proposed for the site?

SITE DEVELOPMENT: *Please identify the following areas in square feet.*

_____ Footprint of Existing Structures/Buildings
_____ Footprint of Proposed Structures/Buildings
_____ Paved and unpaved driveways and parking areas
_____ Decks, porches, patios, terraces (including sand-set), sidewalks, etc.
_____ Other areas of the property which are not vegetated (corrals, riding arenas, etc.)
_____ **TOTAL**

EXTERIOR MATERIALS: *If metal materials are used, provide a sample with application. All exterior finishes are required to be earth tone in color and non-reflective prior to installation.*

Roof: Material/Type: _____ Color: _____
Siding: Material/Type: _____ Color: _____

UTILITIES AND HEAT SOURCE: *All utilities are required to be buried.*

_____ Are utility lines and propane, gas, or oil tanks buried?
Identify heat source and location (such as base board heat/every room, oil-fired hydronic heat/garage, gas or electric forced air/crawl space): _____

NUMBER OF BEDROOMS AND BATHROOMS ON PROPERTY: *The addition of a bedroom(s) may require that you upgrade your septic system. Please include all bedrooms, bathrooms and kitchens located on the property.*

| Existing | Proposed (New) | TOTAL |
|----------|----------------|-----------------|
| _____ | _____ | _____ Bedrooms |
| _____ | _____ | _____ Bathrooms |
| _____ | _____ | _____ Kitchens |

FLOOR AREA ON PROPERTY: *Habitable floor area is the floor area that can be used for living purposes, usually having access to heat, plumbing, and electricity. Habitable floor area includes studios, exercise rooms, offices, and similar spaces. It also includes foyers, hallways, restrooms, storage, and other common areas within a building. Non-Habitable floor area includes barns, garages, sheds, unfinished attic space over 5 feet in height or accessory structures with 3-sides.*

| Existing | Proposed (New) | TOTAL |
|----------|----------------|-------------------------------------|
| _____ | _____ | _____ Habitable, above grade |
| _____ | _____ | _____ Non-Habitable, above grade |
| | | TOTAL FLOOR AREA ABOVE GRADE |
| _____ | _____ | _____ Habitable, below grade |
| _____ | _____ | _____ Non-Habitable, below grade |
| | | TOTAL FLOOR AREA BELOW GRADE |

If proposal includes a remodel of existing space, identify the square footage to be remodeled: _____

If proposal includes decks or porches more than 30" above grade or covered decks, identify the square footage: _____

EXTERIOR LIGHTING: Exterior lighting information listed below shall include all fixtures, including but not limited to, lighting attached to structures, poles, the earth, or any other location. Total numbers shall include all new lighting as well as existing lights on the property. For existing light fixtures, please include numbers of fixtures and maximum lumen per fixture. Your application shall include a manufacturer's product specification sheet for all outdoor lighting and a lighting plan in the drawings.

| Fixture Model or Description | No. of Fixtures | Shielded (Y/N) | Light Color (Kelvin) | Max Lumen per Fixture | Lumens Total |
|---------------------------------|-----------------|----------------|----------------------|-----------------------|--------------|
| <i>Ex: Cornice P5634 sconce</i> | 3 | Y | 3000 | 623 | 1869 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Lumen Total All Types | | | | | |

ADDITIONAL PLANNING INFORMATION: Please answer the following questions:

- _____ Will the dwelling be rented on a short-term basis?
- _____ Will a mobile or manufactured home or conventional camping unit be used as temporary shelter? *If yes, a Basic Use Permit application is required.*
- _____ What is the height of the structure? *The height of a building or structure is the vertical dimension measured from any point on the exterior of the building or structure to the nearest point of finished grade.*
- _____ How many total parking spaces are proposed? *Includes indoor and outdoor spaces.*
- _____ Is any fencing proposed as part of this application? *If yes, please show location and design on the site plan.*

ESTIMATED COST OF CONSTRUCTION: Please list the estimated cost of construction below. This figure should be the actual cost of construction, which will be reported to the Census Bureau. The Building Department calculates a separate valuation for the Building Permit Fee.

\$ _____

WATER SUPPLY: Each dwelling designed for human habitation shall be provided with an approved water system. This can be a private well, community or municipal water system. Applications for an Appropriation of Groundwater (well permit) are handled through the State Engineer's Office. Please show well or water system connection on site plan.

AFFORDABLE HOUSING REQUIREMENTS: Affordable housing fees may be assessed for homes with habitable floor area over 2,500 square feet, including habitable basement. Please see <http://www.tetonwyo.org/pdbldg> or contact the Planning & Development Office for the current fee schedule.

ENERGY CONSERVATION CODE: Energy mitigation fees shall be assessed for new construction and additions of more than 2,500 square feet of conditioned space. Energy mitigation fees shall also be assessed for heated hardscape areas.

SUBMITTAL REQUIREMENTS: *This checklist is part of the application and MUST be completed by the owner or the authorized agent.* Plans found to be insufficient at the time take-in, will be returned to the owner/agent for corrections. More information may be required at the time of review. Should the plan be revised by the applicant either during the review process or after a permit is issued, the time frame for review will begin anew. Additional fees may be applicable. **Revisions are required to be submitted with a Letter of Transmittal for Building Permit Revisions, available on the County's website.** All the following information is required to be on the plans or general notes, including special conditions.

Key: Y = meets submittal requirements
N = missing or incomplete information – letter of explanation required
NA = not applicable to this application

Format:

- _____ Two copies of plans, printed in ink. If possible, plan size shall not exceed 24" x 36".
- _____ A CD/PDF file of the plans including structural, mechanical and electrical. Structural calculations, project manuals and similar supporting documentation shall be submitted in PDF format.
- _____ Plans shall be to scale with scale indicated for each drawing; pages shall be numbered.
- _____ All pages shall bear owner's name, designer's name, date of drawings, sheet number and description of work shown.

Special Conditions:

- _____ Structures within the Wildland-Urban Interface must show compliance with the Fire Marshal's requirements by means of details and/or notes on the submitted plans.
- _____ Note that structures greater than 5,000 gross sq. ft. are required to be fire sprinklered.
- _____ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood-Resistive Construction requirements of the IRC.
- _____ Plans for structures located in areas subject to seasonal high ground water from spring runoff or irrigation, shall be provided with details showing protection of the structure and all insulation, electrical, plumbing and mechanical systems, from damage due to moisture and/or mold, by licensed design professionals, or shall be slab on grade.

Architectural Drawings (when prepared by a licensed architect, must be stamped and signed, drawn to scale and as close to 24" x 36" as possible):

- _____ Cover sheet showing the applicable codes as adopted by Teton County, owner, contact information, legal description and address.
- _____ Dimensioned floor plans for each floor, including details for stairs, handrails and guards. Note: guards required for surfaces elevated more than 30" as measured horizontally 36" from the open sides.
- _____ Doors shall indicate size and direction of swing.
- _____ Show location of smoke and carbon monoxide detectors and note the inter connection.
- _____ Provide the size and location of the crawl space and attic accesses. Note: access and a clear path of travel (24" x 30") not exceeding 20 feet in length shall be required to all mechanical equipment located in crawl spaces or attics.
- _____ Indicate fire separation for garage walls, ceilings and their supporting elements common to the dwelling unit.
- _____ Provide exterior elevations (all sides) of the building indicating existing and final grades.
- _____ Interior cross sections showing room ceiling heights and headroom at landings and stairs with rise and run called out on the plans.
- _____ Window details showing head and sill height and a schedule showing call-out sizes and indicating which units are required for egress or tempered glass. Egress units should also be indicated on the floor plans.
- _____ Provide details of egress window wells to include size and depth when required. Wells deeper than 44" shall show window swing a permanently installed ladder.

Site Plan (Drawn to Accepted Engineering Scale on Sheets and as close to 24"x36" as possible): *Large land parcels should have two site plans showing the property in relation to adjacent land parcels with area to be developed identified, and of smaller scale, showing proposed development and associated structures within 100 feet.*

- _____ All site plan requirements for Planning and Engineering are shown including, but not limited to, all easements, all utility locations, water lines, gas tanks, lines and meters, electrical vaults, lines and meters, sewer lines and cleanouts. Buried utilities shall show the depth, bedding, and back fill requirements.
- _____ Entire property with dimensions of boundaries and north arrow. Show scale.
- _____ Location of existing and proposed structures or additions, including porches, balconies, terraces, walkways, decks, eave overhangs, and chimneys.

- _____ Show distances of proposed structures or additions from property lines, right-of-way lines, creeks, streams, rivers, ditches, ponds, and wetlands.
- _____ Names of adjacent streets or roads.
- _____ Locations of driveway and parking areas. New driveways entering onto a County road or State highway require a County access permit.
- _____ Grade lines for slopes of 5% or greater.
- _____ Proposed and/or existing location of well, septic tank and leach field as applicable.
- _____ Location of wells, septic tanks, and leach fields on adjacent properties if within 100 feet of your property.
- _____ Locations of any wetlands on property.
- _____ Show landscaping conforming with **Division 5.5** of the Teton County Land Development Regulations.
- _____ Location of areas designated for snow storage.
- _____ Location of buried utilities located or proposed for site.
- _____ Location, height, and type of any fencing proposed.

Exterior Lighting:

- _____ Provide a site plan depicting all proposed exterior fixtures. This includes but is not limited to, lighting attached to proposed and existing structures, poles, the earth or landscaping fixtures, or any other location.
- _____ Provide a manufacturer's product specification sheet for each type of fixture. This shall include details on shielding, maximum lumens, color or Kelvin temperature and light trespass details. This can be individual sheets submitted with the application or inserted on the exterior lighting plan.

Building Details:

- _____ Indicate the depth of foundation from finished grade to bottom of footing
- _____ Show or describe compliance for radon mitigation below living space, including gas-retardant barriers.
- _____ Provide wall section(s) showing exterior finish, weather barrier, structural sheathing, building envelope insulation, vapor barrier and interior finished surfaces.
- _____ Indicate R-values for roof, walls, floors, crawlspace walls, basement walls, concrete slabs and the window U-value.
- _____ Indicate ignition or thermal barriers for exposed foam plastic insulation, if required.
- _____ Provide roof/attic and crawlspace ventilation details
- _____ Indicate foundation water proofing or damp proofing
- _____ Flashing details and/or notes have been provided for all required locations, *including but not limited to*, windows, doors, masonry intersecting with framing, above projecting trim, where exterior walls are intersected by roofs or decks.
- _____ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.
- _____ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose
- _____ Provide location(s) of draft stopping and/or fireblocking. Also indicate the materials used.

Structural Plans and Engineering Details:

- _____ All structural drawings shall bear the name and signed stamp of the engineer of record. Such engineer shall be licensed to practice in the state of Wyoming and shall be licensed for the discipline appropriate to the drawings bearing his/her stamp.
- _____ Structural drawings shall be accompanied by structural calculations executed by the engineer of record for the project. The calculations shall be submitted in PDF format and bear a digital representation of the stamp of the engineer.
- _____ Structural Notes shall be included on the drawings and shall include: live loads, dead loads and special loads; ground snow loads, roof snow loads and wind loads; seismic design category; site class; spectral response coefficients S_{DS} and S_{D1} , C_s and response modification R and analysis procedure used. Exception: Agricultural buildings open on two sides.
- _____ All structural plans shall include notes concerning special inspections in accordance with Chapter 17 and contain: required Statement of Special Inspection; Qualification for a Special Inspector; Statement of Contractor Responsibility; required inspections for seismic resistance; and provisions for structural observation when required by the building official or registered design professional.
- _____ Provide location and details for ducts, plumbing and personnel openings through engineered shear walls and structural members.

Exterior & Interior Stone and Masonry Veneer: *Engineering Required for Veneer over 4 feet in Height*

- _____ Indicate size, type and location of rock or stone veneer.
- _____ Details show attachment, support from below and supporting walls in accordance with requirements and limitations of IBC Section 1405 for Seismic Design Category D.

Wood Burning Masonry Fireplace: *Engineering Required unless otherwise approved by the building official*

- _____ Show compliance for clearance to combustibles and required fire blocking
- _____ Indicate all directional changes in chimney walls and/or flue lining
- _____ Indicate compliance for chimney termination and spark arrestors
- _____ Indicate size, thickness, extension, and material type for mantles, hearths and supporting elements
- _____ Provide dimensions of the fireplace opening and depth
- _____ If the fireplace is located on an exterior wall, provide a detail of the chimney attachment to floors and roofs more than 6 feet above grade
- _____ Provide dimensions and location of lintel, throat, damper, smoke chamber and flue
- _____ Provide a combustion air vent, showing size, material, and location within the firebox. Include the termination at the building exterior
- _____ When used as a structural element of the building, show attachments and reinforcement of beams, etc.

Gas Fireplace/Heaters:

- _____ Provide the manufacturer's name and model number of all vented gas fireplaces and fireplace heaters. Installation shall be in accordance with the manufacturer's instructions and currently adopted codes of Teton County.
- _____ Provide the size and location of the exterior combustion air openings.
- _____ Direct-vent fireplace/heaters are required for sleeping rooms.
- _____ Approved decorative gas appliances may be installed in fireplaces located in other areas only if the listing allows operation of the appliance with glass doors in the closed position.

Mechanical: *Design builds are not permitted. Provide mechanical plans.*

- _____ Show the location of all gas appliances including, but not limited to, boilers, furnaces, ranges and cooktops, vented fireplaces and heaters and water heaters.
- _____ List heating equipment and efficiencies (AFUE and SEER ratings)
- _____ Show compliance with ACCA, Manual J (or equal) for space heating or cooling equipment.
- _____ Show location of gas shut-off and regulator.
- _____ Required drain pans and combustion air shall be shown on the plans
- _____ Indicate access and clear path to all mechanical equipment located in crawl space or attic.
- _____ Provide locations and cfm rating of all ventilation fans Note: if exhaust hoods are greater than 400 cfm, provide make up air design.
- _____ Provide details and/or notes for proper vent termination of all appliances
- _____ Show access and clearances for all equipment and appliances including clearances above the cooktop
- _____ Provide the location of any condensate disposal
- _____ Provide fuel gas piping loads and distance from regulator to furthest appliance.
- _____ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.
- _____ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose
- _____ Provide details on whole-house ventilation system.

Electrical: Details and notes on the plans shall provide the following information:

- _____ Location and ampacity of the service
- _____ Location of the Uffer ground, sized in accordance with NEC 250-50(c), as amended.
- _____ For additions, provide load calculations showing adequacy of existing service for additional loads.
- _____ Indicate the location of all panels and sub-panels
- _____ Provide the location and type of smoke detectors (Note: Smoke detectors must be interconnected)
- _____ Provide the location and type of all recessed lighting in the roof ceiling assemblies
- _____ Provide a light and outlet adjacent to mechanical equipment located in attics and crawl spaces.
- _____ Provide load calculations for services over 400 Amps.

NOTICE: *Electrical plans for multi-family with services over 400 Amps shall be submitted, in duplicate, directly to the electrical division of Jackson Fire/EMS. The electrical division will review the plans and issue the required permit. Submission may be made by the applicant, but the permit shall only be issued to the owner or a State licensed electrical contractor. Consult the electrical division for their specific requirements for plan submittals.*

Plumbing:

- _____ Connection to the water supply shall be protected from backflow by a dual check or other approved backflow device.
- _____ Indicate type and location of such protection on plans.
- _____ If applicable, provide the location and type of backflow protection for lawn sprinkler system.
- _____ Indicate the location of all required exterior cleanouts on the plans.
- _____ Provide details and the location of all sumps, ejectors, floor drains, fixtures, water heaters, expansion tanks, and laundry facilities.
- _____ Show required access to motors for jetted bathtubs.
- _____ Indicate location of access to concealed slip joints. *Example: 2nd story tub drains.*
- _____ Provide required water heater and/or boiler combustion air openings, seismic bracing, drain pans, drain pan and T & P relief valve terminations.
- _____ Fixtures with the elevation of flood level rims below the next upstream manhole cover must be protected with an approved backwater valve. Indicate location and access.
- _____ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.
- _____ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose.
- _____ Appliances located in garages shall be protected from impact and have their source of ignition a minimum of 18" above the floor.

Energy:

- _____ All residences shall be designed to the insulation and fenestration requirements of Table N1102.1, Zone 7, of the *International Residential Code* as amended by Teton County.
- _____ Provide a REScheck Compliance Certificate (www.energycodes.gov) showing compliance of building envelope design and mechanical system.
- _____ Heated garage spaces with a design rate of energy usage equal to or greater than 3.4 Btu/h/ft² or 1.0 watt/ft² shall meet all the requirements for heated spaces.
- _____ Show compliance with local amendment limiting fenestrations to 30% of wall area above grade.
- _____ Finished garages shall be insulated to the requirements of Table N1102.1.
- _____ All pools and/or spas shall be equipped with evaporative control covers that meet the requirements of ASTM F 1346.
- _____ All exterior landscape lighting shall be solar powered.
- _____ The first 5 feet of piping to storage water heaters shall be insulated.

NOTICE: Structures in excess of 2,500 sq. ft. of conditioned area and/or have heated hardscape, pools, spas, etc. **are subject to EMP fees.**

Wildland Urban Interface

- _____ Wildland review printed on plans
- _____ Details showing wildland review requirements

CERTIFICATE OF OCCUPANCY REQUIREMENT: Before occupying your project, you must have a final inspection by the Building Department and other appropriate County agencies. Following these inspections, a Certificate of Occupancy may be issued. ***Occupation of the proposed building in whole or in part without a Certificate of Occupancy may be subject to remedies provided under Wyoming law.***

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, the undersigned swears that the foregoing is true and correct, and if signing on behalf of co-owners, multiple owners, corporation, partnership, limited liability company, or other entity, the undersigned hereby swears that this authorization is given, to the full extent required, with the necessary and appropriate approval, which authorizes the undersigned to act on behalf of such entity and/or owners. I agree to comply with all County regulations, Building Codes and State laws relating to the subject matter of this application and hereby authorize representatives of this County to enter upon the above mentioned property for inspection purposes.

In signing this application, I acknowledge that the County's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County agencies and payment of any fees due.

Signature of Applicant

Date

Print Name

Title